



September 2006

ALTURA

Retailer Reference Guide

NCEL Retailer Hotline
1-877-382-4530

For terminal service or Lottery questions concerning accounting, NCEL Rules and Regulations, Procedures and Products, please contact the NCEL Retailer Response Center.

Press "1" for GTECH
Terminal Service, Training or Supplies
Hours: 5:00 am - 2:00 am
7 Days a Week

Press "2" for Lottery Departments

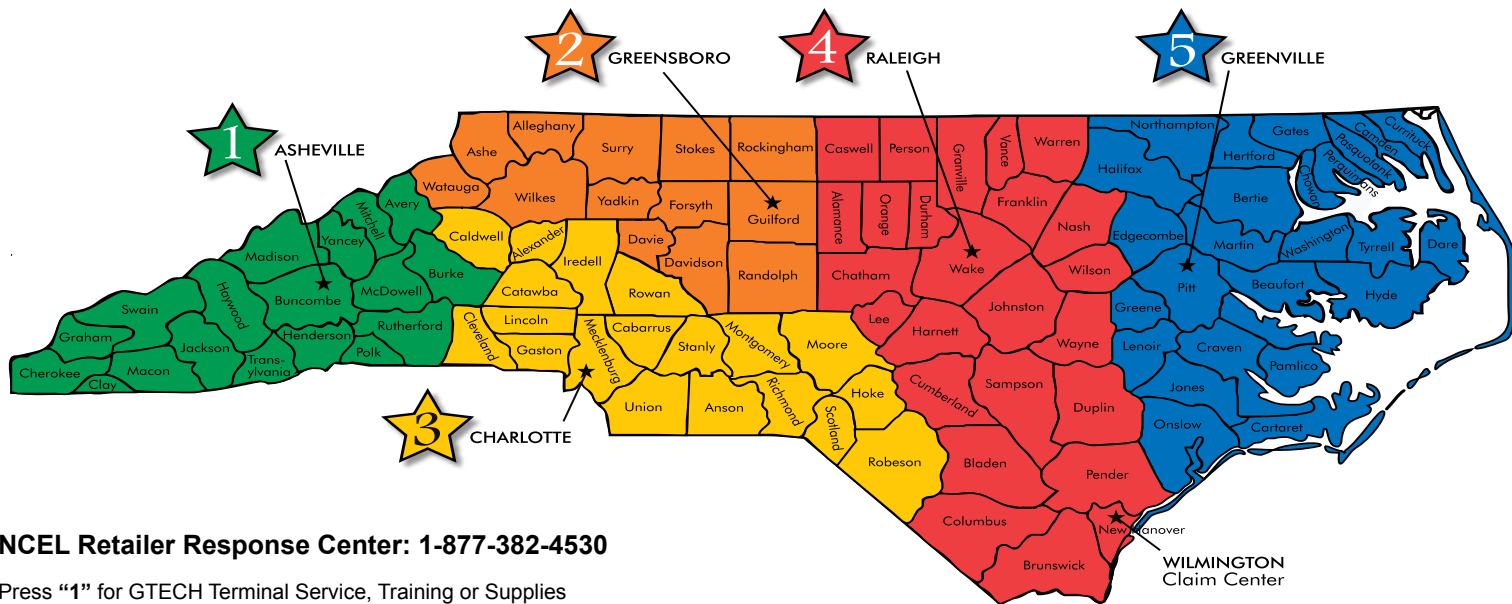
Option #1 - Retailer Services
Option #2 - Retailer Sales
Options #3 - Retailer Applications
Option #4 - Security
Option #5 - Other Inquiries

HOURS: Monday - Friday 8:00 am - 5:30 pm

To contact the NCEL Security Department (24 hours)

Call 1-888-732-6235

NCEL REGIONAL OFFICES



NCEL Retailer Response Center: 1-877-382-4530

Press "1" for GTECH Terminal Service, Training or Supplies

Press "2" for Lottery Departments and select one of the following options:

Press 1 for Retailer Services

Press 2 for Retailer Sales

Press 3 for Retailer Applications

Press 4 for Security

Press 5 for All Other Inquiries

1.

ASHEVILLE

Regional Office and Claim Center

16-G Regent Park Blvd.
Asheville, NC 28806
828-251-6223

2.

GREENSBORO

Regional Office and Claim Center

Stonestrow Crossing Shopping Center
3711 Farmington Drive
Greensboro, NC 27407
336-218-5724

3.

CHARLOTTE

Regional Office and Claim Center

77 Corporate Park
400 Clanton Road, Suite 400F
Charlotte, NC 28217
704-523-4898

4.

NCEL HEADQUARTERS

Regional Office and Claim Center

2100 Yonkers Road
Raleigh, NC 27604
919-715-0741

5.

GREENVILLE

Regional Office and Claim Center

2790 Dickinson Avenue, Suite A
Greenville, NC 27834
252-756-7992

WILMINGTON

Claim Center

Market Station
5214 Market Street, Suite 108
Wilmington, NC 28405
910-350-2000

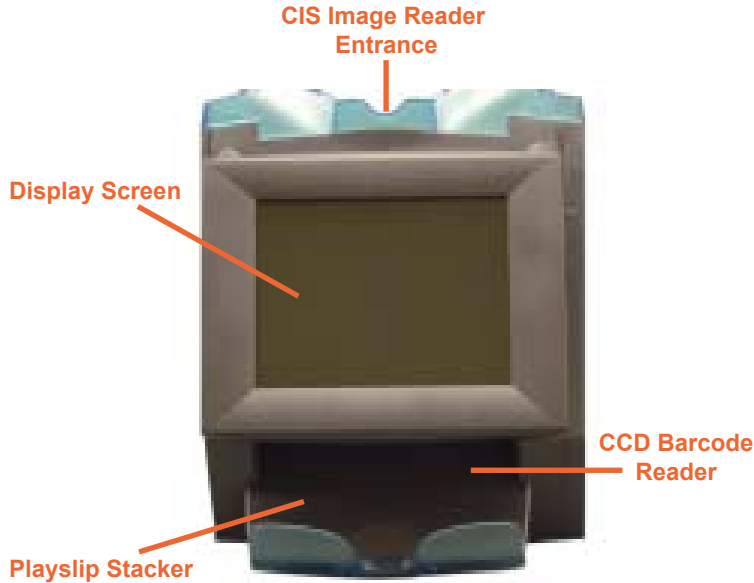
NCEL REGIONAL OFFICES

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THE ALTURA TERMINAL



CLEANING INSTRUCTIONS

To clean the Altura terminal, its reader and related equipment, spray non-ammonia window cleaner on a soft, dry, lint-free cloth and gently wipe the components clean. Clean reader once a week.

NOTE: DO NOT spray the cleaner directly onto the touchscreen, reader or any electrical parts.

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EQUIPMENT

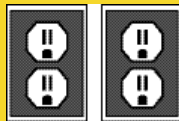
Accutherm
Printer



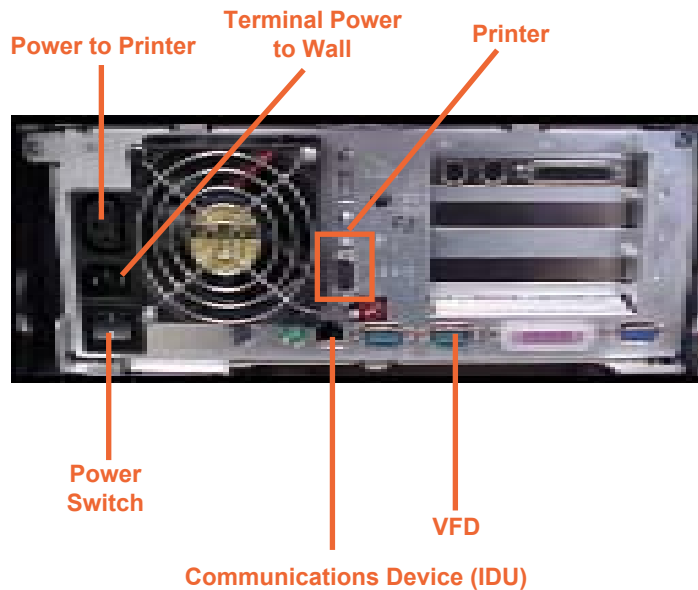
IDU
Communications Device



VFD
Customer Display



IMPORTANT NOTE:
2 Dedicated 2-Plug Outlets
Each with a Minimum 15Amp Circuit
REQUIRED



CONNECTIONS

HELPFUL TIPS FOR PLAYSLIPS

INSERTING PLAYSLIPS

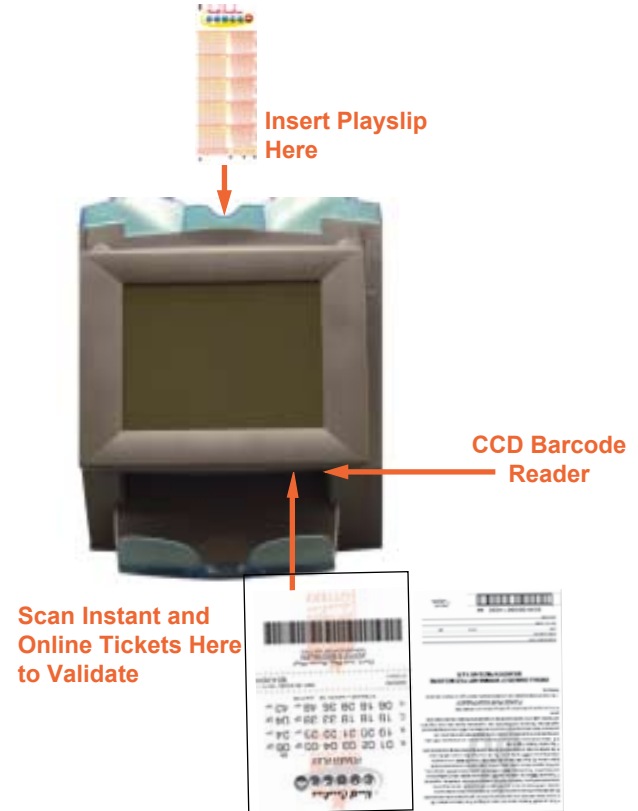
Insert playslips one at a time, vertically into the Image Reader with the marked side facing the front. DO NOT insert instant or online tickets into the Image Reader.

PLAYSLIP EDITING

If a playslip has been filled out incorrectly, an error message will display. You may correct the error on the screen or return the playslip to the player to be corrected.

VALIDATING TICKETS

For Instants and Online cashing, scan barcodes under the CCD Barcode Reader.

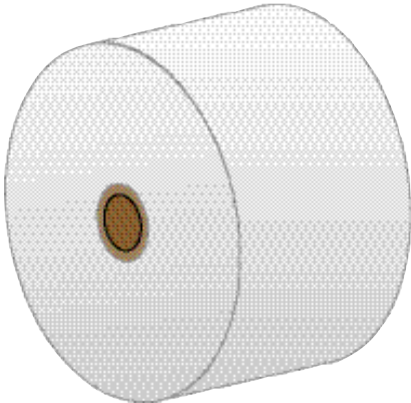


“FIRST IN - FIRST OUT”

Use old boxes of ticket stock FIRST. The ticket stock is sturdy but over time can break down.

TICKET STOCK IS HEAT SENSITIVE

Ticket Stock boxes should be stored in a cool, dry place. To avoid damage, do not place them next to or on top of a heat source.



STORAGE

Keep Ticket Stock in the box it was delivered in and keep the box sealed until you need to use it.

TICKET STOCK IS LIGHT SENSITIVE

Be sure to keep rolls of ticket stock in their plastic bags until you are ready to load them into the terminal. They are light sensitive.

TICKET STOCK IS NON-TRANSFERABLE

For security reasons, ticket stock **CANNOT** be transferred between retailers.

TIPS FOR TICKET STOCK USE & STORAGE

TIPS FOR PAPER LOADING

CHANGING THE PAPER IN THE PRINTER

Press in the green latch button and open the paper cover on the printer.

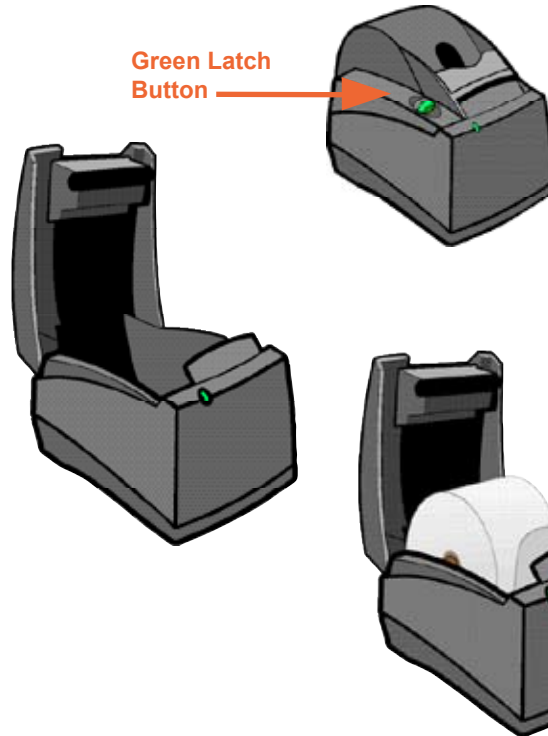
Remove the used paper roll from the printer.

Place the new roll of paper in the printer with the paper unwinding from the bottom.

Close the paper cover so that it latches securely.

The paper feeds automatically to align itself.

The printer automatically cuts the excess paper.



CLEARING A PAPER JAM IN THE PRINTER

Press in the green latch button and open the paper cover on the printer.

Remove the jammed paper from the printer.

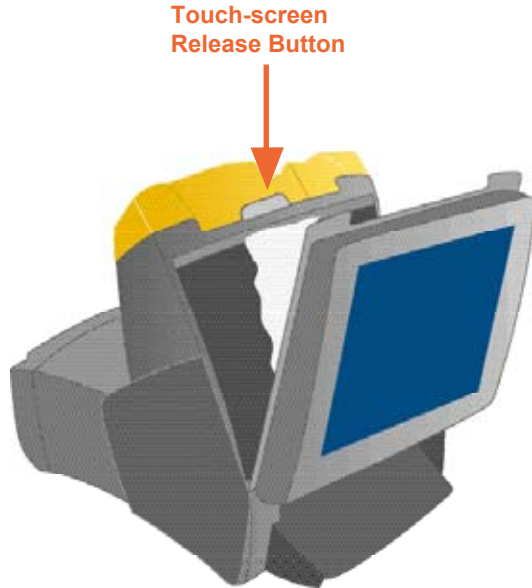
Ensure that the paper roll is unwinding from the bottom.

Close the paper cover firmly so that it latches securely.

The paper feeds automatically to align itself.

The printer automatically cuts the excess paper.

CLEARING A PAPER JAM IN THE TERMINAL



Push in the button on the top of the reader door.

Pull the reader door toward you.

Remove the jammed playslip or receipt.

Close the reader door firmly.

ALTURA SCREENS

WELCOME SCREEN



HOME SCREEN



FUNCTION BUTTONS



GAME BUTTONS



Game Buttons to get from game to game without returning to the Home Screen.

ALTURA BUTTONS

USING THE HELP BUTTONS



GENERAL HELP

Displays a submenu of General Help topics.



Touch **Help**.

Touch the button that corresponds to the topic for which you would like help.

The terminal displays text help for that item.

Touch **Print** to print the topic.



CONTEXT-TOPIC HELP

Touch **Context-Topic Help**, then touch the item on the screen you want to know about for help with information about that topic.

Touch **Context-Topic Help**.

Touch the function button that corresponds to the subject matter for which you would like help.

The screen displays text help for that item.

Touch **Print** to print the topic.



BREAK HELP

Touch **Break Help** to escape from a screen or function. Break returns to the previous screen.



VIDEO HELP

Displays a short “how-to” video.

Touch **HELP**.

Touch **Video Help**.



Touch the button that corresponds to the topic for which you would like help, for example, **Printer**.



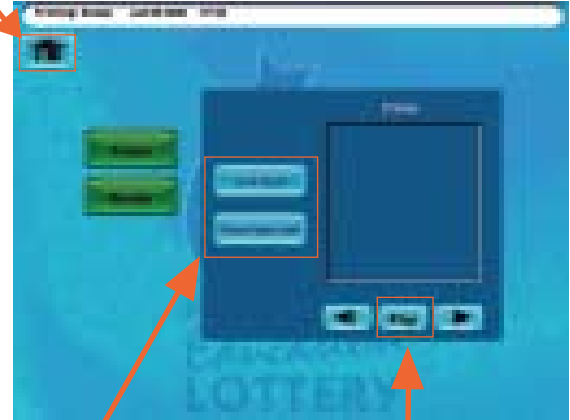
Touch the function for which you need help.

The screen will display a short video with instructions for the selected function.

Touch **Pause** to pause the video.

Touch **Home** to return to the Home Screen.

Home Button



Sub-Topics for
Video Help

Pause Video
Button

SPECIAL FUNCTIONS



Touch **Special Functions** on the **Home Page** or the **Welcome Screen**

Touch the button for the desired service.



The Mail Screen



Touch **Mail** to view a list of up to 10 messages.

MAIL

Use to obtain mail messages sent by the North Carolina Education Lottery.

Immediate Messages may appear on the screen upon sign on or any time and must be read prior to proceeding to the Home Screen.

Non-Immediate Messages will be indicated on the Home Screen with a “Mail #” message displayed in the status bar at the top of the screen (where the # refers to the number of new messages). These messages may be read at any time without interrupting terminal use.

In the Mail Screen:

Use the scroll bar to scroll to the message you would like to read.

Use the **Up and Down arrows** to view the entire message.

Touch **Read** to read the message.

Touch **Print** to print the message.

Touch **Delete** to delete the message from the list.

FST SIGN ON

This function is used only by Field Service Technicians to access service functions. As a retailer, you will not access this menu.



Touch **News**.

The News Screen



Touch **Diagnostics**.
Select the desired Diagnostics option.



Touch **eLearning**. The eLearning course will launch on the terminal screen. Follow the instructions to proceed through the course lessons.

NEWS

Use to obtain news messages sent by the North Carolina Education Lottery. These messages may be accessed any time and do not require acknowledgment.

DIAGNOSTICS

Use to access terminal diagnostics functions.

Version Info: Displays the version of software and firmware on the terminal

Printer Test: Prints a test ticket

Sign Device Test: Displays a test message on the VFD.

2-D Imager: Tests the 2-D Imager.

e-LEARNING COURSE

Using the latest interactive technology, you can access retailer training right from your lottery terminal. This training course provides refresher training for retailers who have already attended formal training. It also allows managers to train new hire employees on Altura terminal functions.



TERMINAL ACCESS



SIGN ON

Allows access to all terminal functions.

Touch **Sign On** from the **Welcome Screen**.

The screen displays:



Enter your 8-digit Clerk ID
using the numeric touch pad.

Enter your 4-digit Password.

A Sign On Confirmation displays. Touch **Print** to print the confirmation, if desired.

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If a news message is available, it will display automatically.

Touch **Print** to print the message or **OK** to go to the Home Screen.



PAUSE

Pause mode puts the terminal into a Paused/Locked mode.

Touch **Pause**.



The screen displays:



Enter your password to unlock the terminal.

NOTE: If the password is entered incorrectly three (3) times, you will be required to re-sign onto the terminal.

SIGN OFF

Touch **Sign Off**.



The screen displays:



Touch **Yes** to confirm Sign Off and the Welcome Screen displays OR touch No to not sign off and continue using the terminal online.

TERMINAL ACCESS

REPORTS & REPRINTS



Touch Reports & Reprints.

Touch **Instant Inventory Reports** or **Financial Reports**.

Touch the desired Report from the selected Reports Menu.

Enter or Select requested information as prompted.

Touch **Print** to print the report.

Touch the Arrows to scroll through the report on the screen as needed.

Touch **Prev** to return to the previous screen.

Touch **Home** to return to the Home Screen.



Report Screen

REPORTS

The Reports and Reprints function provides access to Instant Inventory Reports and Financial Reports.

Instant Inventory Reports:

Summary Inventory
Detailed Inventory
Pack Status
Pack Settlement - Current Week,
Pack Settlement - Last Week.

Financial Reports:

Sales Summary
Clerk Sales
Weekly Invoice
Weekly Adjustments
Top Prize
Cashes
Game Sales.

NOTE:

All financial reports have combined accounting, instant and online financial data on one report.

INSTANT INVENTORY REPORT DESCRIPTIONS

Pack Settlement - Current Wk

This report will show all packs for all games that have been settled since the beginning of the current invoice week. It will also show how the pack was settled, either manually by the retailer, by automatic settling (21 days) or by the Lottery.

Pack Settlement - Last Wk

This report will detail all packs settled as part of the last full invoice week. This report will enable a retailer to match the total amount to any summary billings from the previous week.

Pack Status

This report will require the retailer to enter a game number and will display all pack numbers, the status of each pack and the date of the last status change.

Summary Inventory

This report will give a breakdown for each game with the game number, game name and the number of packs in each status of Issued, Confirmed and Activated as well as the total for each status. This will allow a retailer to see numbers of packs en route from the warehouse and those already received that have not yet been activated.

Detailed Inventory

This report provides game, pack number and status for each pack that has not previously been settled.

FINANCIAL REPORT DESCRIPTIONS

Cashes

Provides instant and online cashing information (broken down by game) for the selected time period.

Clerk Sales

This report will detail the breakdown of sales and cashes by the individual Clerks.

Game Sales

This report will display the individual sales for online games. It also displays information regarding the number of instant game packs that have been settled, fully returned or partially returned.

Sales Summary

This report displays sales figures for given time periods, either individual days or a combination of days. You may choose the Today sales report, week to date report (this covers the time frame from the last Sunday morning up to and including current day), and individual named day reports.

Top Prize

Provides the top remaining prizes for each instant game.

Weekly Invoice

Provides weekly instant and online invoice data for a selected week. For online games, this is broken down by gross sales, cancels, net sales, commission, cashes, promotions, adjustments, and net online due. For instants it is broken down by packs settled, full and partial returns, commission, cashes, adjustments, and net instant due. Also included is the weekly service fee.

REPORTS & REPRINTS

REPORTS & REPRINTS



Touch Reports & Reprints.

Touch the button for the desired reprint option.



IMPORTANT NOTE:

Reprints should only be used for in-store purposes and are not for distribution to customers.

Reprints from the **Last Play** or **Last Transaction** option are NOT valid tickets, will NOT contain a barcode and are clearly labeled "Not for Sale."

REPRINTS

The **Reports and Reprints** function provides access to four options for reprinting actions.

The **Reprint Last Online Cash** option will print a receipt for the most recent online validation, including a pay receipt and applicable Exchange Ticket.

The **Reprint Last Instant Cash** option will reprint a receipt for the most recent instant validation.

The **Reprint Last Transaction** option will reprint a receipt for the last transaction that was processed by the terminal.

The **Reprint Last Play** option will print a receipt for the last game play processed by the terminal.



The Game Results button provides access to game results for NCEL Online Games.

Touch Game Results.
Touch the appropriate game.



Options for displaying results include:

Winning Numbers: Provides the winning numbers for the game for the last four (4) draws.

Winner Information: Provides the winning number information along with a breakdown of each of the prize level tiers and the number of winning tickets in each category.

Current Jackpot (Powerball Only): Provides the estimated jackpot amount for the game draw.

Touch the desired option.



Use this function to cash online tickets.

Touch Online Cashes.
Scan the barcode on the ticket under the CCD barcode reader.



If the ticket will not scan, enter the ticket serial number using the numeric touch pad.

If the ticket is not a winner, the screen will display **Not A Winner**.

If the ticket is a winner for a **prize of less than \$50**, it will automatically be validated. Pay the stated prize to the player. The screen displays the prize amount and an option to print, if desired.

If a winning ticket **prize is over \$50 and under \$600**, the terminal will display a confirmation screen. Touch **Yes** to agree to proceed and pay the prize and the ticket will be validated OR touch **No** if you cannot pay the prize. If you cannot pay the prize, return the ticket to the customer and instruct them to return at a later date, to go to another retailer or to a lottery claim center to claim the prize.

When a ticket **prize is \$600 or greater**, return the original ticket along with a Claim Form to the player and instruct the player to claim the ticket at a Lottery Claim Center (Lottery Office addresses on page 3).

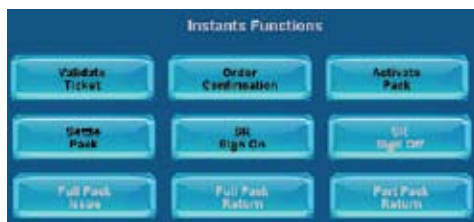
ONLINE GAME RESULTS & ONLINE CASHES

INSTANT GAME FUNCTIONS



Touch **Instant Game Functions**.

Touch the button for the desired Instant Function.



The Instant Game Functions button provides access to the functions related to Instant Tickets.

These functions include:

Validate Ticket

Order Confirmation

Activate Pack

Settle Pack

SR Sign On (sales representatives only)

SR Sign Off (sales representatives only)

Full Pack Issue (sales representatives only)

Full Pack Return (sales representatives only)

Part Pack Return (sales representatives only)

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VALIDATE TICKET

The Validate Ticket button allows you to validate Instant tickets. This function is also available directly from the Home Page by touching **Instant Games Cashes**. Refer to Page 27 for instructions.

ORDER CONFIRMATION

Use this function to confirm the delivery of an instant ticket order. Refer to Page 25 for instructions.

ACTIVATE PACK

Use this function to activate packs of instant tickets. Packs must be activated using the Altura terminal before they can be sold. Refer to Page 25 for instructions.

SETTLE PACK

Use this function to settle packs of instant tickets. The retailer becomes responsible for the payment of the pack of instant tickets upon settlement of a pack on next invoice. Refer to page 26 for instructions.

SR SIGN ON

This function and the SR Sign Off, Full Pack Issue, Full Pack Return, and Partial Pack Return are for Sales Representatives Only.

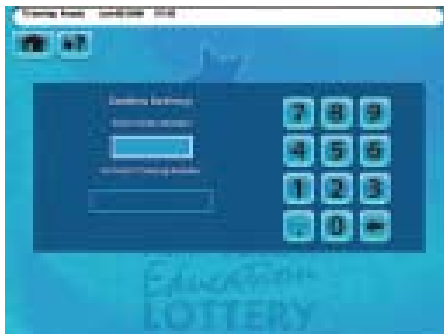


Touch **Instant Game Functions** and touch **Order Confirmation**.

Order Confirmation Screen

Scan the tracking number barcode on the slip inside the box OR enter the order number manually.

The shipment will be received into inventory and available for activation.



An acknowledgment screen displays and a receipt prints. Touch **OK** to return to the Home Screen.



Order Confirmation Receipt



Touch **Instant Game Functions** and touch **Activate Pack**.

Pack Activation Screen

Scan the barcode on the ticket pack OR enter the Game Number and Pack Number.

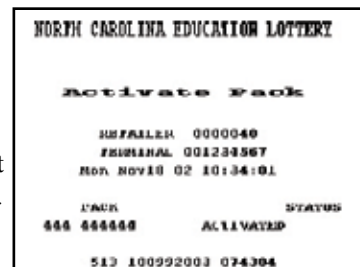
Repeat for each pack that you would like to activate; entered Packs will appear in the column on the left of the screen.



When all packs are entered, touch **Send**.

The pack(s) will be activated and ready for sale. An acknowledgment screen displays and a receipt prints.

Touch **OK** to return to the Home Screen.



Pack Activation Receipt

INSTANT GAME FUNCTIONS

INSTANT GAME FUNCTIONS



Touch **Instant Game Functions** and touch **Settle Pack**.

Pack Settlement Screen



Scan the barcode on the ticket pack OR enter the Game Number and Pack Number.

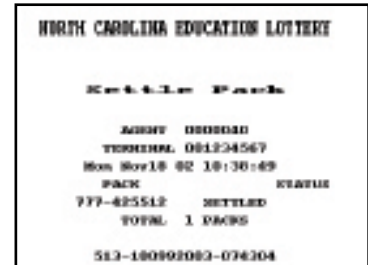
Repeat for each pack that you would like to settle; entered Packs will appear in the column on the left of the screen.

When all packs are entered, touch **Send**.

The pack(s) will be settled. An acknowledgment screen displays and a receipt prints.

Touch OK to return to the Home Screen.

Pack Settlement Acknowledgment Screen



Pack Settlement Receipt

Instant Games Cashes

INSTANT GAME CASHES

Use this button to cash instant tickets

From the Home Screen touch **Instant Games Cashes**.

Scan the ticket barcode and manually enter the 4-digit security number under the latex, OR manually enter the game and pack number plus the 4-digit security code.



IG Validation Screen



Scan the Ticket

NOTE: tickets can also be validated using the Validate Ticket option from the Instant Functions menu.

Instant Game Validation Messages and Instructions:

If the ticket is not a winner, the screen will display **Not A Winner**.

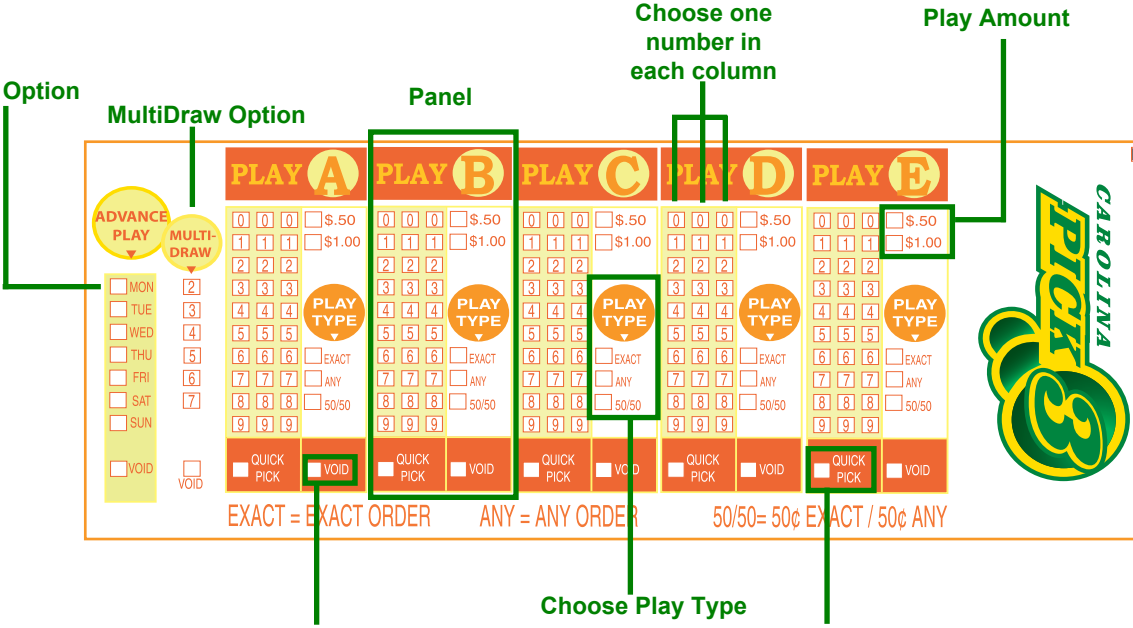
If the ticket is a winner for a **prize of less than \$50**, it will automatically be validated. Pay the stated prize to the player. The screen displays the prize amount and an option to print, if desired. **Deface** the winning game ticket and do not return it to the player.

If a winning ticket **prize is over \$50 and under \$600**, the terminal will display a confirmation screen. Touch **Yes** to agree to proceed and pay the prize and the ticket will be validated OR touch **No** if you cannot pay the prize. If you cannot pay the prize, return the ticket to the customer and instruct them to return at a later date, to go to another retailer or to a lottery claim center to claim the prize. If YOU choose to pay the prize and validate the ticket, **deface** the winning ticket and do not return it to the player.

When a ticket **prize is \$600 or greater**, return the original ticket along with a Claim Form to the player and instruct the player to claim the ticket at a Lottery Claim Center. (Lottery Office addresses are on the inside of the cover of this manual).

INSTANT GAME CASHES

CAROLINA PICK 3 GAME



PLAYSLIP METHOD

Insert the completed Carolina Pick 3 playslip into the reader vertically, with the marked side facing toward you.

A confirmation screen will appear for wagers of \$10 to under \$100. Touch **YES** to continue with the wager or **NO** if the customer does not agree to the amount shown. For wagers from \$100 to under \$600, there will be a second confirmation screen. Confirm with player and collect wager before moving touching **YES** or **NO**.

Ticket(s) print automatically.

QUICK PICK METHOD

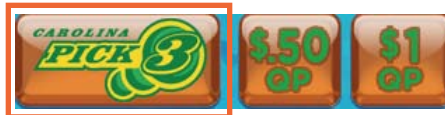


From the Home Screen, touch either the \$.50 or \$1 **QP** buttons.

The Quick Pick ticket selects the numbers and prints automatically with the following defaults on the amount selected: Single Draw, No Multi-Play, Today's draw, and an Exact play.



MANUAL ENTRY METHOD



From the Home Screen, touch **Carolina Pick 3**.

Carolina Pick 3 Manual Entry Screen



Select the desired number of draws using the **Draws** button. Select 1-7.

Select the number of plays using the **Multi-Play** button. Select 1-50.

Select the day of the week the player would like to use the selected numbers. Touch **Day of Week** and, then choose "today" or any of the seven days of the week.

Select the play amount by touching the **Play Amount** button and choosing \$.50 or \$1.00.

Manual Ticket Production continued on next page.

CAROLINA PICK 3 TICKET GENERATION

CAROLINA PICK 3 TICKET GENERATION

MANUAL ENTRY METHOD CONTINUED

Select the desired play type using the **Play Type** button.

Choosing play types:

Exact: Selection must match winning numbers in exact order

Any: Selection must match winning numbers in any order

50/50: Selection must match winning numbers in any order, but pays both the Exact and Any prize amounts if match is in exact order. All plays are \$1 for this option.

In the top right corner of the screen, touch **Quick Pick** or **Manual Entry**.



OR



Touch the **Quick Pick** button on the top right of the screen to produce a quick pick ticket and the ticket prints automatically.

The Carolina Pick 3 screen displays for another wager, or touch Home to return to the Home Screen.

Touch **Manual Entry** to use the player's selected numbers using the numeric touch pad that will pop into the next screen. Press **Send** to print ticket. **Note:** One ticket will print for each multi-play.

Carolina Pick 3 Ticket Generation Screen



CANCEL BUTTON

This button allows cancellation of a Carolina Pick 3 ticket from the selling terminal within 15 minutes of the sale or before draw break, whichever ever comes first.

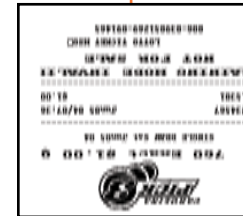
Touch **Cancel** on the Home Screen. Scan the ticket with the terminal reader. A notice of cancellation will print automatically. Touch **OK** to return to the Home Screen.



Cancel Button



Scan the barcode with the terminal reader.



CANCEL BUTTON FOR CAROLINA PICK 3

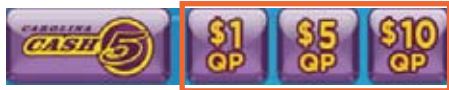
CAROLINA CASH 5 GAME

PLAYSLIP METHOD

Insert the completed Carolina Cash 5 playslip into the reader vertically, with the marked side facing toward you.

A confirmation screen will appear for wagers of \$10 to under \$100. Touch **YES** to continue with the wager or **NO** if the customer does not agree to the amount shown. For wagers from \$100 to under \$600, there will be a second confirmation screen. Confirm with player and collect wager before moving touching **YES** or **NO**.

QUICK PICK METHOD



From the Home Screen, touch one of the Carolina Cash 5 QP buttons.

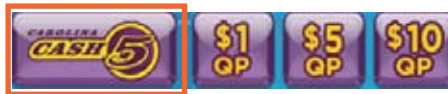
\$10 Quick Picks for Carolina Cash 5 will display a confirmation screen. Touch **Yes** to continue with the wager. Touch **No** if the customer does not agree with the wager.

The Quick Pick ticket prints automatically.

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MANUAL ENTRY METHOD



From the Home Screen, touch **Carolina Cash 5**.

Carolina Cash 5 Ticket Generation Screen



Touch **Panels** to select the desired number of panels (1-10).

Touch **Draws** to select the desired number of draws (1-28).

MANUAL ENTRY METHOD CONTINUED

In the top right corner of the screen, touch **Quick Pick** or **Manual Entry**.



OR



Touch the **Quick Pick** button on the top right of the screen to produce a quick pick ticket and the ticket prints automatically. The Carolina Cash 5 screen displays for another wager, or touch Home to return to the Home Screen.

Alternately, touch **Manual Entry** to manually choose numbers. **Note:** the Quick Pick button will remain active should you want to select it from the manual entry screen.



Carolina Cash 5 Manual Entry Screen

Select 5 numbers (out of 39) for the first panel or touch QP to quick pick or partially quick pick the numbers. Selected number buttons will be indicated in blue.

Repeat for each panel played.

When all selections are made, touch **Send**. Ticket(s) will print automatically. The Carolina Cash 5 screen displays for another wager, touch one of the small round game buttons to go to another game, or touch Home to return to the Home Screen.

**ALL CAROLINA CASH 5 SALES ARE FINAL.
TICKETS CANNOT BE CANCELLED.**

CAROLINA CASH 5 TICKET GENERATION

POWERBALL FACTS

Powerball is a Multi-State Lottery game. There are five (5) numbers drawn from a pool of 1 to 55 and one (1) Powerball number drawn from a pool of 42. Drawings occur twice a week.

Drawings are held on Wednesdays and Saturdays at 10:59 PM EST. Tickets can be purchased up to 9:59 PM EST on draw days.

TICKET COST: \$1.00 per play or \$2.00 for PowerPlay selections.

POWERPLAY: This option allows a player a chance to multiply non-jackpot winnings by 2, 3, 4, or 5 depending on the powerplay number chosen prior to each Powerball drawing. On the playslip, choosing Powerplay will apply the option to all panels used by the player.

MULTI-DRAW: This option allows a player to play as many as 52 consecutive draws on one ticket. Exchange tickets are printed for players who win on a multi-draw ticket that still have active draws on the ticket. Exchange tickets are given back to the player in lieu of their original ticket. The original ticket should be defaced.

PLAYSLIPS are filled out by players prior to reaching the point of sale at your location.

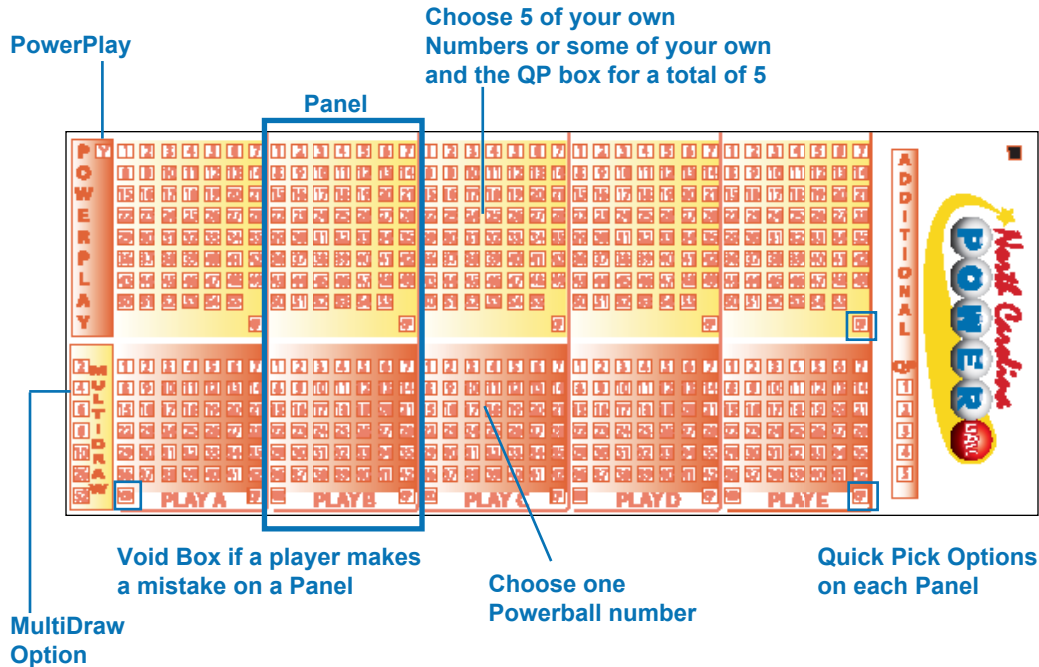
Each playslip can produce up to 5 plays at a \$1.00 per regular play and \$2.00 per PowerPlay. Playslips can also be marked for multi-draw use, for 2, 4, 6, 8, 10, 26, or 52 multi-draws.

If a player fills out all five panels and chooses PowerPlay, the ticket sale would be \$10. If a player fills out all five panels with Powerplay and selects the maximum multidraw option (52), the playslip will cost the player \$520.

Note: Remember to always confirm the playslip entries with the player prior to placing the playslip in the terminal.

Note: Players may save and reuse their playslips for weekly purchases, but only North Carolina Powerball playslips may be used in NCEL terminals!

**ALL POWERBALL SALES ARE FINAL.
TICKETS CANNOT BE CANCELLED.**



POWERBALL PLAYSLIP INFORMATION

POWERBALL TICKET GENERATION

PLAYSLIP METHOD

Insert the completed Powerball playslip into the reader vertically, with the marked side facing toward you.

A confirmation screen will appear for wagers of \$10 to under \$100. Touch **YES** to continue with the wager or **NO** if the customer does not agree to the amount shown. For wagers from \$100 to under \$600, there will be a second confirmation screen. Confirm with player and collect wager before moving touching **YES** or **NO**.

Ticket(s) print automatically.

QUICK PICK METHOD

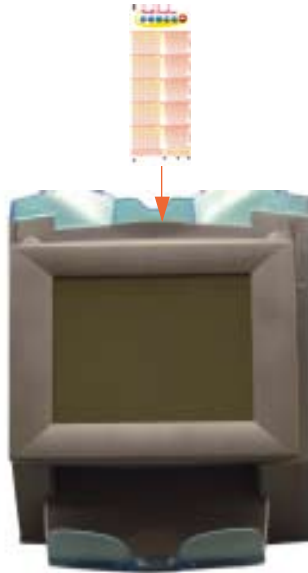


From the Home Screen, touch one of the Powerball / PowerPlay **QP** buttons.

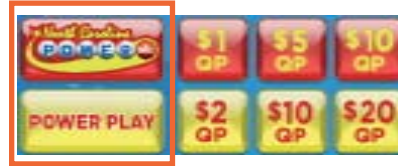
\$10 Quick Picks for Powerball and \$10 and \$20 Quick Picks for PowerPlay will display a confirmation screen. Touch **Yes** to continue with the wager. Touch **No** if the player does not agree to the wager.

The Quick Pick ticket prints automatically.

9/06



MANUAL METHOD



From the Home Screen, touch **Powerball / Power Play**.

Powerball Ticket Generation Screen



Touch **Panels** to select the number of panels (1-5).



MANUAL METHOD CONTINUED

Touch **Draws** to select the number of Draws (1-52).



Touch **Power Play** to select Yes or No for a Power Play.



Note: If you touched the Powerball Power Play button on the Home Screen, this selection will default to Yes automatically.

In the top right corner of the screen, touch **Quick Pick** or **Manual Entry**.



OR



Touch the **Quick Pick** button on the top right of the screen to produce a quick pick ticket and the ticket prints automatically. The Powerball screen displays for another wager, or touch Home to return to the Home Screen.

Alternately, touch **Manual Entry** to manually choose numbers.
Note: the Quick Pick button will remain active should you want to select it from the manual entry screen.



Select 5 numbers (out of 55) for the first panel or touch QP to quick pick or partially quick pick the numbers. Selected number buttons will be indicated in blue.

Touch the **Powerball** button. Touch the desired Powerball number (from 1-42) for the panel. Notice that numbers 43-55 become unavailable for Powerball selection. The Powerball number will be indicated by a red circle.



Repeat for each panel played.

When all selections are made, touch **Send**. Ticket(s) will print automatically. The Powerball screen displays for another wager, touch one of the small round game buttons to go to another game, or touch Home to return to the Home Screen.

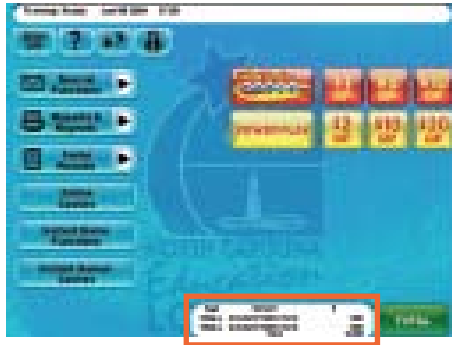
POWERBALL TICKET GENERATION

TOTAL SCREEN



As wagers are being entered, the cost of the current ticket and the customer's current total will display on the bottom of the Home Screen.

Touch **Total** on the Home Screen when transactions for a customer are complete.



List of Customer's Transactions

The Total Screen displays.



Enter the amount given by the customer using the numeric touch pad.

Touch **Total** to complete the transaction.

Touch **Print** to print a receipt.

Touch **Clear** to clear the transaction Display and return to the Home Screen for the next customer transaction.

Note: It is NOT recommended to use this feature as a running total for each shift or day.

GLOSSARY OF TERMS

ACTIVATED PACK

The status of a pack of Instant Tickets which indicates to the NCEL that tickets are being sold from that pack.

ALTURA TERMINAL

The terminal placed at the retailer's location to sell online tickets, validate winning tickets, and to provide the retailer with reports and other Lottery information. The terminal is linked to the Lottery's central computer.

CCD BARCODE READER

Reads barcodes on instant tickets, online tickets and instant ticket delivery forms.

CIS IMAGE READER

Contact image sensor, located inside the Altura terminal, which reads playslips and online tickets.

CLAIM CENTER/REGIONAL OFFICES

A NCEL location designated to pay claims for all prizes up to \$99,999.99. See the inside cover of this manual for a list of NCEL Claim Centers.

CLAIM PERIOD

The period of time in which holders of lottery tickets are entitled to claim prizes. For Online games, the claim period is 180 days from the winning draw date. For Instant games, the claim period is within 90 days of the end of game date.

DRAW BREAK

The time period prior to the drawing when online tickets for a certain game can no longer be produced.

EFT (ELECTRONIC FUNDS TRANSFER)

The process by which the NCEL transfers funds from retailers to the Lottery for payment of lottery tickets. NCEL notifies its banks of the balances owed by each retailer and those funds are "swept" electronically from the retailer's Lottery bank account to the NCEL account.

GLOSSARY OF TERMS

GAME NUMBER

The number on the back of each Instant Ticket which refers to the number associated with the particular Instant Game.

HIGH-TIER PRIZE

A lottery prize valued at \$600 or greater. These prizes are paid only by the NCEL due to tax reporting regulations.

INSTANT GAME

Also referred to as a “scratch” game. A lottery game in which the player buys a preprinted ticket with symbols hidden under the latex covering. The player removes the latex and may determine “instantly” whether a prize has been won.

LOW-TIER PRIZE

A lottery prize having a value of less than \$25. Low-tier prizes may also include non-cash prizes such as prize tickets or prize drawing entry tickets. These prizes are paid by the retailer or by the NCEL.

MID-TIER PRIZE

A lottery prize which is valued \$25 - \$599.99. These prizes may be paid either by the retailer or by the NCEL.

NORTH CAROLINA EDUCATION LOTTERY (NCEL)

North Carolina Education Lottery created by the Act.

NSF (NON-SUFFICIENT FUNDS)

NSF indicates that there were not enough funds in the retailer’s bank account to pay the full amount due to the NCEL when the EFT occurred.

PACK

A package of Instant Tickets each with a different ticket number. The number of tickets in a pack may range up to three hundred (300). Each pack is valued at \$300. All Packs of Tickets of a specific game will have the same number of Tickets per Pack.

PACK ACTIVATION

Packs must be activated using the Altura terminal before they can be sold. It is necessary to activate packs to signal the central computer that tickets from this pack are eligible for validation.

PACK/TICKET NUMBER

Unique numbers that are assigned to individual tickets and packs during the printing process.

PLAYSLIP

A paper selection method that allows a player to select their numbers prior to reaching the point of sale at a retailer location.

POS (POINT OF SALE)

Material used to advertise Lottery products in retailer locations provided free of charge by the NCEL. Typically, this includes door decals, wall/window posters, danglers and game brochures. Also referred to as P.O.P. (Point of Purchase).

PRINTER

The device placed at the retailer's location used to print online tickets, reports, and messages.

QUICK PICK

A randomly generated computer selection of the requisite numbers for a player to participate in Online game draws.

REGIONAL OFFICE

A type of Claim Center, which is a NCEL location designated to pay claims for all prizes up to \$99,999.99. See the inside cover of this manual for a list of NCEL Regional Offices.

RETAILER

Any business with which the NCEL has contracted to sell lottery tickets to the public. Retailers are required by law to conform to criteria established and approved by the Lottery Commissioners. The criteria are incorporated into the terms and conditions of the retailer contract.

RETAILER CERTIFICATE OF AUTHORITY

The nontransferable display certificate with a unique Retailer Identification Number assigned by the NCEL to each Retailer location. Every retailer is required to post this certificate and keep it conspicuously displayed to indicate they are authorized to sell lottery tickets.

SALES REPRESENTATIVE

The representative who is responsible for visiting retailer outlets to assist with point-of-sale material placement, promotions, and ticket handling. Sales Representatives service assigned retailers in a specific geographic area.

GLOSSARY OF TERMS

GLOSSARY OF TERMS

SETTLED PACK

The status of a pack of instant tickets which enables the NCEL to bill (or settle) a retailer account based on a pre-determined schedule.

SETTLEMENT

Term used when the retailer becomes responsible for the payment of the pack of instant tickets.

VALIDATION NUMBER

A unique number which appears on each ticket, which when entered into the Lottery's computer, identifies the ticket as a winner or non-winner. The validation number is also formatted as a barcode which permits the electronic reading of the validation number for faster processing.

Ask for the Sale!!



You can play, or
you can PowerPlay!



It's the name.
It's the instructions.



Gets Exciting Fast!